

Agenda for the Stated Session Meeting

Bayside Presbyterian Church
16 October 2018 7:00 PM Room 508

Mission: Bayside is a covenant community of Christ's people seeking to know and do the will of God.

Vision: Changing lives by growing Christian disciples and living God's Word.

SHARING OF JOYS AND CONCERNS – OPENING PRAYER

DEVOTION

TBD

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: None
2. Baptism Requests: None
3. Church Wedding Requests: None

SACRAMENT OF COMMUNION

All are invited!

EXAMINATION OF ELDERS

Rev. Dr. David Rollins

SESSIONAL RECORDS

Clerk of Session

1. Minutes from the last Stated Session Meeting
2. Tonight's Agenda

Motion: It is moved by the Clerk that the Session approve the minutes from last month's Session meeting and the agenda for today's Stated Meeting.

STATISTICS

Attendance:

Current Plus Previous Three - September

Year	8:00 Total/Avg	9:00 Total/Avg	11:00 Total/Avg	Combined Service	Special Services	Total of All Sundays	Weekly Average
2015	103/34	218/73	295/98	146	n/a	762	190
2016	97/32	180/60	281/94	175	n/a	733	183
2017	89/30	204/68	257/86	157	n/a	707	177
2018	95/24	277/69	480/120	168	n/a	1020	204

1. Reception of New Members: None
2. Baptisms: None
3. Church Weddings: None
4. Member Transfers: None
5. Member Deaths: None

INVITATION CELEBRATION:

Sharing of invitations to Bayside services, events and programs.
Upcoming opportunities?

FINANCIAL REPORT AND ISSUES:

1. Balance Sheet (enclosure 1) & Treasurer’s Report (enclosure 2) Luanne Wong

Motion needed.

COMMUNICATIONS: (Members, PCUSA, PEVA, Other):

1. Next Edge – Update (enclosure 3) Rev. Dr. David Rollins
2. Letter from Elder Libby Graves (enclosure 4) Rev. Dr. David Rollins

PEVA / CHURCH INFORMATION

PASTOR TRAINING

Rev. Dr. David Rollins

CONTINUING ISSUES

1. Church policy and procedures review updates - Enclosure (5) Clerk

NEW BUSINESS

1. Sanctuary Upgrade Research Presentation Committee
Presentation emailed on 10/12 and available via the Session Document link off the webpage.
2. BPC Preschool Budget (enclosure 6) Elder Gregor McLeod
The Administrative Support Ministry moves that the 2019 Preschool budget be approved as presented.
3. Allocation of Financial Gifts (enclosure 7) Elder Tom Weeks
4. Endowment Fund Request Elder Bonita Gilchrist
The Worship Committee moves the following funding from the Endowment Fund be approved for the following activities:
 - \$250. donation to the Norfolk State University to support music scholarships and enrichment activities for deserving students.

- \$410 to purchase Handbell Choir Equipment - Handbell Tree
- \$550 for Drummer/Choir Section Leaders for Advent/Christmas

5.

STAFF REPORTS

Director of Music Ministries

Director of Youth and Family Outreach

Associate Pastor

Pastor / Head of Staff

Chi-Yi Chen Wolbrink

Ms. Lacy Schimmel

Rev. Emma Ouellette

Rev. Dr. David Rollins

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

CLOSING WITH PRAYER

Next Meeting – Tuesday November 20, 2018 7pm Elder Matt Wicks – Devotion

Enclosure (5): Church Policy and Procedure Reviews

The below table contains the policies and procedures currently in effect in Bayside Presbyterian Church. Note that there is a distinct difference between a policy and a set of procedures. Policies reflect Session or Corporation directed processes. Procedures are written where guidelines only are required to maintain awareness of a routine process that may from time to time be changed, for example Food Pantry or Lay Reader Procedures. Policies and procedures both serve as the approved processes for conduct events within the church and provide guidance for the church officers, Ministries, congregation members as well as non-members in the conduct of routine business or events in our church. These documents are currently available on the church website or in hard copy in the office for reference.

All policies and procedures are approved by the Session. Regardless of the current content, the existing policies are the approved versions and must be kept current if they are to be of value. If they are thought to be out of date, the policy and any decision recommended that is not in accordance with the policy must be approved by the Session as “an exception to policy”. When updating a policy, the final draft should be reviewed by the Ministry and other involved congregation members by way of email correspondence or at a Ministry meeting. The final policy will be presented to the Session for approval.

While a policy may not be able to address every possible situation, it should be encompassing for normal operations in the church. Exceptions to policy, anticipated that they will be kept to a minimum, must be addressed and approved by the Session. A statement regarding the process for requesting an exception to policy should be included at the end of every policy document.

Each of the below policy or procedure reviews should be included as a standing agenda item for each Ministry meeting until they are current. The status of the reviews should be included in the monthly Ministry minutes.

Responsible Ministry	Policy or Procedure Name	Current Version	Comments / Updates since last month in Red
Admin Support	Personnel Policies & Procedures	2017	
Admin Support	Manual of Administrative Operations	2016	
Admin Support	Sexual Misconduct Policy	2016	
Admin Support	Child and Youth Protection Policy	2017	
Christian Education	Library Procedures	2015	
Christian Education	Transportation Policy	2015	
Community Service	Food Pantry Procedures	2015	
Congregational Care	Bereavement Reception Procedures	2016	
Congregational Care	Visitation/Shepherding Program Procedures	New	
Congregational Care	Active Membership Policy	2016	
Property	Building Use Policy	2010	Requires alignment with the new Stewardship/Fundraising policy.
Property	Memorial Garden and Columbarium Rules & Procedures	2015	
Stewardship	Mission Trip Funding Policy	2015	
Stewardship	Stewardship and Fundraising Policy	2016	
Stewardship	Operating Rules and Investment Policy for the Endowment Fund Committee	2015	
Stewardship	Terms of the Endowment Fund and Endowment Committee	2015	
Stewardship	Corporate By-Laws	2013	
Stewardship	Credit Card Points Usage Policy	2016	
Stewardship	Priorities Plan – 2020 Vision	2017	
Worship	Funeral Policy	2016	
Worship	Wedding Policy	2015	Update in progress based on August wedding experience
Worship	Lay Reader Guidelines	2015	